

STATE OF MISSOURI  
INFORMATION TECHNOLOGY ADVISORY BOARD  
MEETING MINUTES  
AUGUST 27, 2003

ATTENDEES:	Jim Weber, Chair	Christina Acree	Steven Adams
	Dennis Bax	Rich Beckwith	Karen Boeger
	Jim Branson	Pat Brooks	Chip Byers
	Carolyn Cook	Todd Craig	David Crain
	John Curley	Kay Dinolfo	Gary Eggen
	Jeff Falter	Linda Fick	Jan Grecian
	Cliff Gronauer	Tim Gruver	Jill Hansen
	Russell Helm	Gina Hodge	Molly Jones
	Jim Lundsted	Gary Lyndaker	Alice Matherne
	Laurie Mills	Mitch Odneal	Scott Peters
	Ray Pope	R.D. Porter	Kim Potzmann
	Jearl Reagan I	Cindy Renick	Larry Reynolds
	Pat Roe	Joel Schnedler	Dave Schulte
	Mark Siemer	Tom Stokes	Debbie Tedeschi
	Ron Thomas	Jane Thompson	Mike Wankum
	Gail Wekenborg	Tony Wening	Scott Willett
	Mary Willingham	Paul Wright	

Jim Weber opened the meeting at 8:30 a.m. at the Kirkpatrick State Information Center's Interpretive Center. He noted that Gerry Wethington would be participating in the meeting via conference call.

ACTION ITEM

1. Approval of the July 30, 2003, Information Technology Advisory Board Meeting Minutes

Jim asked if there were changes to the meeting minutes of the last meeting; there were none. Cliff Gronauer made the motion to approve the minutes; Paul Wright seconded the motion. The meeting minutes were approved unanimously.

GENERAL BUSINESS

1. CIO Update (Gerry Wethington)

E-government – One of the projects underway under this topic is the business compliance one-stop, which merges starting a business and registering a business into one application. Gerry will be developing a scope statement to detail his intentions of building this as a single facing application that can take advantage of common data attributes and share capabilities on the front-end. The brief is completed and a second meeting will be scheduled soon. A statewide data dictionary with common elements for use by all agencies is also being considered. In moving toward a single enterprise, it may be necessary to consider governmental clusters in which smaller enterprises with like data are built. A PAQ will be done to determine the cost of having a facilitator to assist with the development of the methodology to determine a data dictionary and to develop its content. The methodology could then be used with other disciplines. A report card for e-government is being developed to see how well we have done in the last three years on making more online services available to the public and providing more printable forms on websites. To do this, an inventory of the e-government systems must be completed throughout the state. Each agency needs to submit the applications on their website that meet the following criteria: Show me online services, Show me how to, and Show me where to find. Gerry will send out a spreadsheet to the agencies requesting this information. Brown University is doing a ranking of states on their e-government environment and within the state portal. Although other states made bigger leaps, Missouri's ranking did improve from the 25<sup>th</sup> position to the 22<sup>nd</sup> position. Gerry will contact some other states to see what was done to improve their rankings. He will also be looking at the measures included in the Form 5's. Agencies will be seeing several requests for information from his office for completing the report card. DMD has worked on a newsfeed application, which will allow us to view rolling news entries on the website. This feature will be available on the portal on September 2<sup>nd</sup>. Newsfeeds will automatically be fed into the

portal as specified by the agencies. He will sign a letter on Friday that will announce the program and provide guidelines for the program. Agency CIOs and PIOs will be copied on the letter. Gerry commended the DMD Group for their work on this project.

Copyrighting Software – Gerry reported he had contacted Melissa Manda, OA Legal Counsel, to determine if the state can be involved in the process of copyrighting software. He was told the state does not copyright software and it probably can't due to the sunshine law. The software could only be sold to recover costs associated with the production of the software, unless it was set out in other statutes. She suggested drafting legislation that would give us specific authorization to copyright software and sell it outside of the state of Missouri. Gerry will be draft the legislations and forward it the ITAB Members for review. He will then forward to Melissa for inclusion in OA's legislative package. Rich Beckwith stated his legal counsel had instructed them that their source code would not be made available outside the state of Missouri. Todd Craig stated his office has applied for a copyright on one application on the advice of his counsel and the Attorney General's Office, as they did not regard it as a violation of the sunshine law. Gerry asked Todd to provide him a copy of that legal opinion.

Public Disclosure of Audit Findings – Gerry reported that he is looking at legislation to discuss blocking the publishing of audit findings outside of the state, i.e. news media. Currently, the State Auditor can publish any audit findings, including those related to security and cybersecurity. Gerry and Tim Daniels will be meeting with the State Auditor's Office to discuss this. Penalties associated with unethical information technology are Class A misdemeanors. He is looking at more severe penalties.

Naming Standards – ITAB passed standards to the left and right sides of the "@" at last month's meeting. This group met again and discussed email publication. The group recommended that a default standard be created stating that email addresses will not be published on the public Internet but instead will be kept internally on the Intranet. This would be the default but email addresses could be published on the Internet if the individual requests. All role-based email addresses will be published on the state's portal unless the agency requests it to be published internally only. Kay Dinolfo questioned if there are sunshine law implications if the email addresses are not published publicly. Gerry will check with OA's Legal Counsel on this issue. The main purpose of this action is to decrease SPAM. Gina Hodge made a motion to accept the recommendations on publishing emails; Gary Lyndaker seconded the motion. The recommendations were approved unanimously.

Missouri Value Assessment Program (MOVAP) – Gerry stated that he has been having conversations on the presentation with Jane Dueker and Daniel Hall. He has also a conversation with Krista Myer in OA Budget and Planning who is getting ready to present to Linda Luebbering. He has met with Jim Carder in Accounting and Carolyn Kampeter at MRI. Carolyn will be reviewing to factor it into the methodology they use in evaluating state business processes. He has also presented it to FMAC last week and asked for agenda time for a more detailed presentation at one the next two meetings. He plans to follow-up with each of the individuals to obtain any feedback. He has not had any negative feedback at this time. Gerry is continually looking for opportunities to use this as a pilot. NASCIO may be sending some staff members to Missouri to take the MOVAP program and use it in building a business case for enterprise architecture to be circulated to all states.

Tom Stokes will be sending out a spreadsheet to obtain an inventory of IT assets within each agency. Legislative Oversight has requested this information so a quick turnaround is necessary. He will also be requesting a layperson description of each item and what it is used for. The inventory should include hardware (PCs, printers, network devices, servers, etc.) and software (i.e., Office Suites, database management systems, crystal reports, productivity software - number of seats per license, etc.). A definition of the items to be included in the spreadsheet will be sent with the request. Gerry stated the SAMII information does not have a consistent coding structure and there is a variance in the dollar amount kept there. He will also send last year's report out so that it can be updated for the agencies that submitted reports. Any costs for services can be included if they are available. Subscription services can also be included but not consulting services. He asked the attendees for the length of time required to compile the information. Two weeks were requested by those present to compile the information.

Cabinet Meeting – The Cabinet Meeting is scheduled for September 4<sup>th</sup>. One of the principal topics to be discussed is information technology. He plans to discuss MOVAP, architecture program., e-government, cybersecurity, and project management. He asked the ITAB Members to let him know of any other topics he should cover.

Satellite/Wireless Communication – Communications Committee of the Missouri Security Council presented a series of recommendations relating to a seamless, interoperable wireless voice environment. The Committee did acknowledge there were issues to be resolved between wireless voice communications and wireless data communications. The Committee has recommended two executive orders and some legislation stating that voice communications would have to be interoperable or they could not be purchased and that there must be a lead agency in state government. Highway Patrol was selected as the lead agency to establish standards and policies for the wireless world in state government. Gerry informed them that some of the items in the executive order have enterprise architecture implications. He also suggested they include representatives from the IT environment. Gerry will be meeting with them to discuss these issues.

IT Costs – Gerry stated that Mary is sending out an Organizational Brief and a separate document on “Why OIT” later this morning. He discussed the contents of each of these documents. He then referenced the two documents distributed on the OIT Agency Billing without Elected Officials and the OIT Agency Billing with Elected Officials. Gary Lyndaker suggested only billing the currently participating agencies for the first six months’ charges. This would allow Gerry additional time to consult with the elected officials and judiciary branches and possibly obtain additional participation. The agencies could then be billed for the remaining six months at reduced percentages providing additional agencies agree to participate.

## 2. ITAB Chair Update (Jim Weber)

- Jim congratulated Dennis Bax on his retirement. Dennis stated that Chris Whitley will serve as the representative for DSS until a replacement is named.
- Review of Action Items from Previous Meeting
  - Gerry Wethington to initiate Architecture domain subcommittees for the Infrastructure Domain and Integration Domain with email to agencies requesting members. – This item was completed.
  - Gerry Wethington to finalize details with facilitator for October Strategic Planning Session – This item was completed. Gerry stated that Bruce Leslie has developed outline and will interview four to six individuals during the second or third week of September. Gerry will be contacting various agencies that will be participating in the interviews.
  - MOTEC Committee to review in whether local government can utilize MOTEC and report back at the next meeting – Delayed until the next meeting due to the cancellation of the August MOTEC Meeting.
  - Gerry Wethington to make necessary contacts with agencies to finalize OIT CAP for FY04. – Continuing.
  - Gerry Wethington to add CAP details and an additional column to the spreadsheet on OIT Costs showing previous percentage used for calculation and email to agencies along with the justification document. – Continuing.
  - Bios/logos to Carolyn Cook by August 8<sup>th</sup>. – Jim reminded anyone who has not submitted their resume or bio to do so.
  - Carolyn Cook to update committee listing to add Larry Reynolds and Jim Branson to Personnel Committee. – Completed.
  - Debbie Tedeschi/Kay Dinolfo to provide status report on providing the ability to search all ITAB minutes by key words and/or phrases. – Kay Dinolfo will assist Debbie with scanning documents to be placed on the website. Jim will be meeting with Debbie Tedeschi to discuss putting this and other items on the website.
  - Agencies to submit information on User Groups Survey to Rich Beckwith. – Completed.
  - Gerry to obtain necessary approvals for MOVAP process. – Continuing.
  - Agencies to determine if acceptable within their department to make representation in InfraGard mandatory and be prepared to discuss at the next meeting. – This topic was discussed again. This item was approved unanimously.

- Jim Weber and Jill Hansen to meet with Jan Heckemeyer on Data Warehouse Issues. – Jim stated he and Jill met on the Data Warehouse issues. Jill stated a SAM II Users Group is still somewhat active. Technical issues are being resolved on a one-to-one basis. Chris stated that he did not believe a special meeting was needed to look at these issues. They can be addressed at the next SAMII Users Group meeting. Mary Willingham will send out a meeting notification of the date and time of the next meeting. Jill stated there had been issues with SAMII and Lotus Notes, release 6 not being compatible in workflow schemes. AMS has certified the following software as certified to work with Advantage: Microsoft Exchange 5.5, Lotus Notes 4.5 and 5, Groupwise, release 5.5, and Windows 98 and 2000. A schedule for resolving these issues is not available at this time. Before upgrading to a new software, agencies should ensure it is compatible with SAM II. Jill will keep everyone updated on this issue.
- Jim Weber and Jim Roggero to find replacement for Dennis Bax as Chair on Cost Benefit Approach to State Government Subcommittee. – This was completed. Paul Wright has agreed to chair this Committee.
- Jim stated that the September 24<sup>th</sup> ITAB Meeting was moved to September 16<sup>th</sup>, in Room 400 of the Truman Building. An Electronic Records Presentation will be given by Robert Horton, Minnesota State Archivist, from 8:00 a.m. - 10:30 a.m. The actual ITAB will begin at 11:00 a.m. to 1:00 p.m. It was agreed that lunch would not be provided.

#### ITAB COMMITTEE UPDATES

1. Architecture Review Committee Update (Bob Meinhardt/Scott Willett) No Update – Scott Willett noted that regular ARC Committee Meetings had been scheduled for the second Tuesday of each month, beginning September 9<sup>th</sup>.
  - *Architecture Technical Committee (Scott Willett) – No Update*
  - E-mail SWAT Committee (Carl Medley II/Scott Willett) – The last meeting with NSR under the contractual arrangement was held yesterday with this group. The Committee is still looking at the system design documents. At their meeting next week, they will be reviewing the information received on their surveys. During the month of September, they will be meeting with all three vendors. The Committee is hoping to wrap up this portion by the end of September.
  - *GIT Committee (Tim Haithcoat/Scott Willett) – No Update*
  - Infrastructure/Integration Domain Committees (TBD) – The first training session kicks off with a half-day session tomorrow for both the Infrastructure and Integration Domain Committees. The second training session will be separate and will be announced later. These are covered in Section 3 of the Architecture Manual on OIT's website.
  - *Security Domain Committee (Dustin Bieghler/Scott Willett) – No Update*
2. Digital Government Committee Update (Lew Davison/Ron Thomas) – No Update
  - *Application Development Subcommittee (Jim Roggero/Pat Brooks) No update*
  - Credit Cards Subcommittee (Scott Peters) – Scott updated everyone on the Credit Card RFP. The bidders asked for an extension on the timeline for completing bids. This was accepted and the responses are not due until September 3<sup>rd</sup> at 2:00. The evaluation will begin September 4<sup>th</sup>. The award will be announced October 10<sup>th</sup>. The bid is on the OA Purchasing website if anyone would like to review.
  - *CRM (Don Lloyd) – No Update*
  - *Digital Certificates Subcommittee (Todd Craig) – No Update*
  - Digital Media Subcommittee (Jim Weber/Kay Dinolfo) - Kay reported that the DMD approved their charter.
3. Mentoring Committee Update (Tim Dwyer/Jan Grecian) – No Update
4. MOTEK Update (Paul Wright/Tom Robbins) – No Update

Jill Hansen stated that Tom Robbins has resigned his position with MOTEK. Laura Mertens will be assuming his duties for the interim.

5. Personnel Committee (Chris Wilkerson)

Chris reported that this Committee did meet to review the security positions. The Committee did not feel it had the appropriate subject matter participants present to discuss the material. They would like to have the following individuals included in the discussion: Gail Morris, John Bax, Lora Mellies, Lynn McKee, Jim Myers, and Tom Ward. Tom Ward will be vacating his position so a replacement will be needed for him. The agencies approved the participation of their individuals.

6. Prime Vendor Oversight Committee (Jeff Falter/Gary Eggen)

Jeff stated this Committee would begin meeting quarterly. Gary reviewed some of the changes on the Prime Vendor Contract. State employees and retirees will not be able to participate in this program. Various maintenance options are available through Computers Plus, Inc. with either a 4, 16 or 24 hour response time with cost variances. Agencies have the ability to go to the manufacturer for a warranty and/or extended warranty. An additional equipment maintenance contract is available with Specialty Underwriters. Training is no longer available through the Prime Vendor Contract. WWT has upgraded their website. They are looking at leasing changes. Purchasing would like to provide the ability for manufacturer sponsored financing. WWT did agree to a lower administrative fee of five percent, which is down from six percent. A revised document will be sent out detailing changes. They are trying to initiate a new enterprise agreement. Additional information will be sent out to encourage more agencies to participate. If agencies could consolidate their purchases into one larger purchase, better pricing could be obtained on the same items purchased from different agencies through WWT. Agencies can view other purchases to from other agencies to know if another agency was ordering the same item. The statewide notice on maintenance is listed out on their website.

7. Privacy Committee (Rich Beckwith/Scott Willett) – No Update

8. Project Management Committee Update (Jim Roggero/Tom Stokes) – No Update

- Cost Benefit Approach to State Government Subcommittee (Dennis Bax). No Update
- Performance Measures Subcommittee (Paul Wright) No Update.
- Project Oversight Subcommittee (Gary Lyndaker/Bob Ordway) – No Update
- Risk Management Subcommittee (Scott Peters) – No Update

Paul Wright stated that he, Gina Hodge and Jim Roggero met with James Stepp and discussed several issues. Jim Roggero will discuss this at the Project Management Committee meeting on Friday.

9. Security Committee (LTC Tom Smith) - No Update.

Jill stated her office would like to be more proactive in light of the virus attacks recently. Her customers have indicated they would like additional information. Jill asked for suggestions on how to improve their effectiveness. Microsoft would like to meet with OA staff to share best practices to assist them better. David Crain stated that the information they received was very helpful but would like to see more information from the log files and activity times.

10. User Group Coordination (Rich Beckwith)

Rich distributed the information on the results of his survey on user groups. He received input from nine agencies. He provided two options for monitoring user groups for review by the ITAB Members. The first option would require ITAB to maintain a listing of ITAB Sponsored User Groups, with their meeting dates/times, purpose and contact information. The user group would be required to notify ITAB if changes are made. The second model requires more involvement in these groups in addition to the items listed in the first model. It requires regular contact with ITAB and an assigned liaison from ITAB that regularly attends the user group meetings to ensure the group is following the state's architecture initiative. Rich's report listed nine groups that were submitted as user groups. He indicated that two of these groups were no longer meeting –

State Government Lotus Notes User Group and Microsoft .Net User Group. The Missouri GIS Advisory Committee was also submitted but not actually considered a users group. SAM II Data Warehouse and Digital Media Developers are not standard user groups. Removing these groups from the list leaves only four user groups that are still active. Jill Hansen recommended the first model providing the GIS Group is not included. Chris Wilkerson agreed with the suggestion but noted that he had met with Gerry on different occasions to discuss the ongoing accountability with this group. The GIS Group was originally formed under Gerry's Office. The group develops standards and should have involvement from the state agencies. An action item was assigned to Gerry to provide clarification of this group's purpose and to give direction on their expectations. David Crain agreed with the exception that the user groups provide a yearly update to ITAB. Several attendees agreed with the yearly review. A motion was made by Jill Hansen and seconded by Scott Peters. It was approved unanimously. Rich will maintain the list of user groups and notify them to provide an annual report to ITAB. He suggested that ITAB provide additional support as needed to the user groups. Cliff Gronauer suggested that once a new technology product is selected for use by multiple agencies, a user group be formed to address any issues with the product.

#### 11. ITAB Logo Committee

Scott Peters reported the ITAB Logo Committee (comprised of himself, Jan Grecian and Kay Dinolfo) had met. The Committee received 17 submissions and selected five for electronic voting by ITAB. Kim Evers from the Treasurer's Office submitted the selected logo. He distributed a copy of the logo to the attendees. Jim Weber stated that now that a logo has been selected, he would like the agencies to submit suggestions for an ITAB motto prior to the next ITAB Meeting. He thanked the Committee for their work and stated he would like this Committee to continue as the ITAB Motto Committee.

#### COLLABORATIVE EFFORTS

##### 1. Internet/MOREnet Update (Tony Wening)

Chip Byers reported that MOREnet is working with Scott Willett on business continuity and disaster planning.

##### 2. Network Management Consortium Update (Jim Roggero/Jill Hansen)

Jill Hansen reported that the Consortium did meet. Highway Patrol has an RFP on the street for mobile satellite. A Satellite Subcommittee was created and will be chaired by Joe Brenneke. Agencies with satellite services needs should send their business requirements to him so that a statewide solution could be developed. She reported the Consortium is still working with CISCO to resolve networking issues and become more efficient and effective.

##### 3. Statewide Purchasing Update (Gary Eggen/Karen Boeger)

This item was covered under the Prime Vendor Oversight Committee Update.

##### 4. Technology Services Update (Gail Wekenborg)

Gail stated the Internet Rate Committee had met and determined the rates for FY04. Joe Brenneke distributed the Internet CAP proposal to the attendees. The Internet rate for FY04 will be \$8.02 per user ID. This rate includes a five percent increase in MOREnet fees. The Committee looked at several different methods of figuring the number of user IDs per agency. They developed the most accurate number available, which did impact some agency numbers. The Committee agreed that these agencies would not be affected by more than 100 percent of last year's charges for this fiscal year. Anything over 100 percent will be distributed among the other agencies for this fiscal year. Within the next couple of years those affected agencies should be billed their full portion. Chris Wilkerson made the motion to accept the recommendation; Christina Acree seconded the motion. The recommendation was approved unanimously.

5. *MO GIS Advisory Council (Jeff Falter) – No Update*

OPEN DISCUSSION

Gail Wekenborg reported that Social Services had initiated an agreement with a local state college or university to teach mainframe classes. The award has been made to State Fair Community College. An Oversight Committee has been formed to oversee the curriculum and other operations. The Committee has met and Gail agreed to chair the Committee with Laurie Mills assisting as Vice Chair. They will meet again in September and October. A COBOL class is scheduled to begin the week of October 13<sup>th</sup>. It will be an eight-week session (mainframe oriented) for three credit hours. The spring semester will include an operating system (JCL type) with utilities. Another COBOL class will be held, along with IDMS, to be followed by a CICS class. These basic classes will be constantly repeated. She asked the agencies to keep these classes in mind if training needs exist. Gail will forward this information to MOTEC for distribution.

REVIEW OF ACTION ITEMS

- Gerry to scheduled the next E-government Meeting.
- Gerry to request inventory of E-government systems from agencies.
- Gerry to draft legislative proposal to give state specific authorization to copyright software developed by employees/consulting for selling to the private sector.
- Todd Craig to provide Gerry with a copy of the legal opinion on their request to copyright software.
- Gerry to check with OA Legal Counsel to ensure that not publicly publishing email addresses is not in violation of the sunshine law.
- Tom Stokes will be sending out a request for an inventory of hardware and software to the agencies that will be due back in two weeks.
- ITAB Members to notify Gerry of any items that should be covered in Governor's Cabinet Meeting.
- Gerry to send out the Organizational Brief and Why OIT? documents to ITAB Members.
- Gerry to prepare and send out billing to currently participating agencies for OIT Costs for the first half of FY04.
- Gerry to contact non-participating agencies and attempt to gain their agreement to participate over the next few months, reducing the amount to be billed to all agencies for the second half of FY04.
- Gerry to obtain approvals for MOVAP process.
- ITAB Members who have not submitted their bios to Carolyn Cook should do so.
- ITAB Members to submit suggestions for the ITAB Motto to Carolyn Cook by the next meeting.
- MOTEC Committee to review whether local government can utilize MOTEC and report back at the next meeting.
- Debbie Tedeschi to provide status report on providing the ability to search all ITAB minutes by key words and/or phrases.
- Jim Weber to meet with Debbie Tedeschi to discuss adding ITAB items to OIT website.
- Purchasing to send out revised document detailing changes in WWT contract.
- Purchasing to send out additional information on the Enterprise Agreement to encourage participation.
- Jill Hansen to meet with Microsoft to share best practices and other information to assist in being more prepared to handle future virus attacks.
- Gerry to provide clarification/direction for MO GIS Advisory Committee.
- Rich Beckwith to contact the user groups to notify them to provide report to ITAB yearly on their activities.
- ITAB Members to send any satellite service needs to Joe Brenneke.

NEXT MEETING

The meeting adjourned at 12:20 p.m. The next ITAB Meeting is scheduled for September 16, 2003, at 8:00 a.m. at the Harry S Truman State Office Building, Room 400.

JLW/cc